



Centralized Accounting and Payroll/Personnel System

HR/Payroll Fluid Changes, Updates and Highlights

Current Job Page - Access Removed

Access to the *Current Job* page under the *HR Administration* tile (found under the *Manage Human Resources* tile of the *Workforce Administration* dashboard) will be removed for all users. With the upgrade to Fluid Job Data, the page is no longer necessary.

Manage Human Resources

HR Administration

Home Search Flag More Actions New Window

Job Information ^

- Job Data
- Current Job**
- Workforce Job Summary

Position Management v

Compensation v

Setup v

Current Job

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with v

Empl Record: = v

Name: begins with v

Last Name: begins with v

Second Last Name: begins with v

SR 38996: Manage Job Page

Please use the *Manage Job* page under the Manage Job tile (found under the *Manage Human Resources* tile of the *Workforce Administration* dashboard).

SR 38996 was created to track this change.

The screenshot shows the 'Manage Job' page interface. At the top, there is a navigation bar with a back arrow, the text 'Manage Human Resources', the page title 'Manage Job', and a home icon. Below the navigation bar is a section titled 'Search Existing'. Underneath this is a dropdown menu labeled 'Search Criteria'. The main area contains two columns of search criteria, each with a label, a dropdown menu, and a text input field. The left column includes: 'Empl ID' (dropdown: 'begins with'), 'Name' (dropdown: 'begins with'), 'Second Last Name' (dropdown: 'begins with'), 'Middle Name' (dropdown: 'begins with'), 'Business Unit' (dropdown: 'begins with' and a magnifying glass icon), and 'Department' (dropdown: 'begins with' and a magnifying glass icon). The right column includes: 'Empl Record' (dropdown: '='), 'Last Name' (dropdown: 'begins with'), 'Alternate Character Name' (dropdown: 'begins with'), 'Organizational Relationship' (dropdown: 'begins with' and a dropdown arrow), 'Department Set ID' (dropdown: 'begins with' and a magnifying glass icon), and 'Company' (dropdown: 'begins with' and a magnifying glass icon). Below the search criteria are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search section are two buttons: 'Search' (blue) and 'Clear' (white). At the very bottom of the page, there is a link labeled 'Basic Search'.

SR 39035: Fluid Job Actions Summary Page

The *Fluid Job Actions Summary* page only displays the Action Reason description, as opposed to the *Classic Job* page, which provided both the 3-character alphanumeric value in addition to the description.

As a result of this change, the Action Reason descriptions have been updated to incorporate the 3-character alphanumeric value at the beginning of the Action Reason description.

SR 39035 was created track this change.

Job Actions Summary

To view and update all job rows, access this page in Correct History mode (select access modes on the Search page)

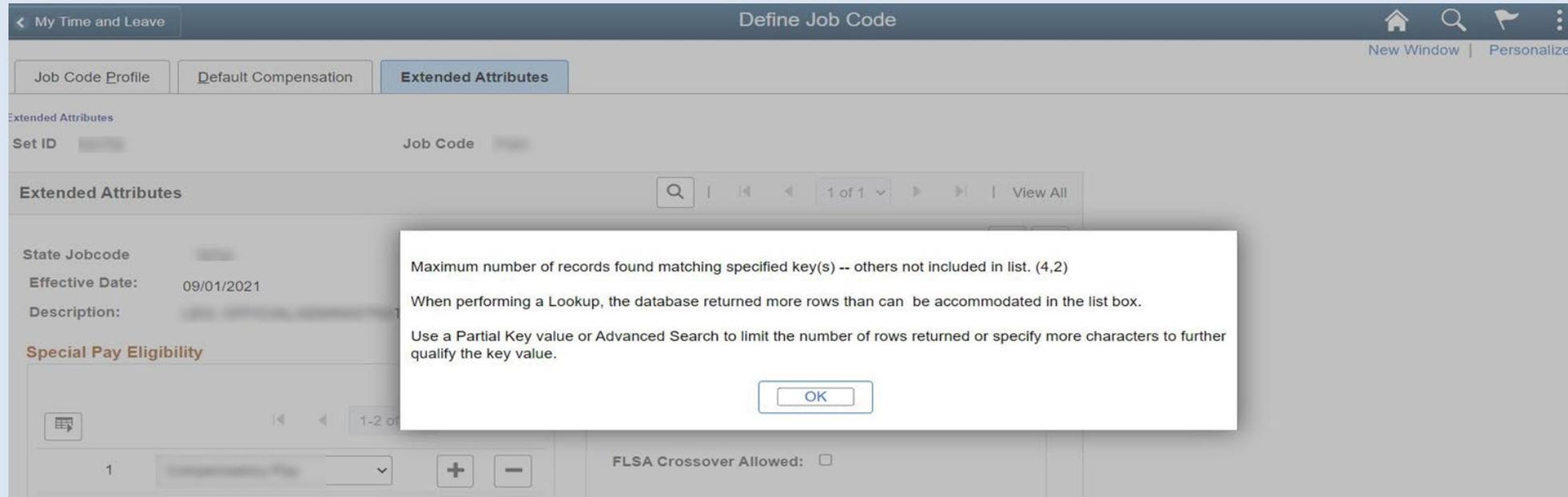
13 rows

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Job Code	Position	Reports To	Business Unit	Department	Location	Company	Pay Group	Employee Classification	Standard Hours	Actions
05/01/2022 0	Active Primary Job	Data Change 046--Lateral Move, Same Grade										40.00	 
01/01/2022 0	Active Primary Job	Pay Rate Change 025--Merit Increase										40.00	 

SR 38883: New Pop-Up Message

A new pop-up message occurs on the *Extended Attributes* tab of the *Define Job Code* component when viewing or adding information for unclassified or exempt job codes. This is a warning message and users should click the **OK** button to continue.

SR 38883 was created to correct this issue.





Thank You!

CAPPS HR/Payroll Support Staff